

# STANDARD INSPECTION REPORT OF A GAS DISTRIBUTION OPERATOR RECORD AUDIT

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If an item is marked Unsatisfactory, Not Applicable, or Not Checked, an explanation must be included in this report.

Operator: WINCHESTER, CITY OF	Operator ID#: 22700
Inspection Date(s): 1/22/2013, 1/23/2013	Man Days: 2
Inspection Unit: WINCHESTER, CITY OF	
Location of Audit: Winchester	
Exit Meeting Contact: John Simmons	
Inspection Type: Standard Inspection - Record Audit	
Pipeline Safety Representative(s): Kevin Ketchum	
Company Representative to Receive Report: John Simmons	
Company Representative's Email Address: barb.winchester@frontier.com	

Headquarters Address Information:	121 S. Hill Street Winchester, IL 62694 Emergency Phone#: Fax#:	
Official or Mayor's Name:	David Newman Phone#: (217) 742-3191 Email:	
Inspection Contact(s)	Title	Phone No.
John Simmons	Utility Superintendent	(217) 742-3191

Gas System Operations	Status
Gas Transporter	Panhandle Eastern
Annual Report (Form 7100.1-1) reviewed for the year:	Satisfactory
<b><u>General Comment:</u></b>	
<i>The operator provided 2012 Annual Report information prior to filing on PHMSA's web site.</i>	
Unaccounted for Gas	0%
Number of Services	832
Miles of Main	18
Is the operator maintaining documentation verifying their Maximum Allowable Operating Pressure(s)? (MAOP)	Satisfactory
Operating Pressure (Feeder)	125

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Operating Pressure (Town)		11
Operating Pressure (Other)		Not Applicable
<b><u>General Comment:</u></b> <i>The operator's system does not contain pipelines that would be considered to meet the requirements of other.</i>		
MAOP (Feeder)		125
MAOP (Town)		11
MAOP (Other)		Not Applicable
<b><u>General Comment:</u></b> <i>The operator's system does not contain pipelines that would be considered to meet the requirements of other.</i>		
Does the operator have any transmission pipelines?		No
<b>Regulatory Reporting Records</b>		<b>Status</b>
191.5	Were Telephonic Notices of Incidents reported to the NRC (800-424-8802)?	Not Applicable
<b><u>General Comment:</u></b> <i>Winchester did not encounter an Incident that would have required reporting in 2012.</i>		
191.9(a)	Was a DOT Incident Report Form F7100.1 submitted within 30 days after detection of an incident?	Not Applicable
<b><u>General Comment:</u></b> <i>Winchester did not encounter an Incident that would have required reporting in 2012.</i>		
191.9(b)	Were any supplemental incident reports submitted when deemed necessary?	Not Applicable
<b><u>General Comment:</u></b> <i>Winchester did not encounter an Incident that would have required reporting in 2012.</i>		
Did the operator have any plastic pipe failures in the past calendar year?		Not Applicable
<b><u>General Comment:</u></b> <i>Winchester gas system did not encounter a plastic pipe failure in 2012.</i>		
Did the operator take action to mitigate safety concerns relating to the failure of the PE or pipeline components?		Not Applicable
<b><u>General Comment:</u></b> <i>Winchester gas system did not encounter a plastic pipe failure in 2012.</i>		
191.23(a)	Did the operator report Safety Related Conditions?	Not Applicable
<b><u>General Comment:</u></b> <i>Winchester did not encounter a Safety Related Condition that would have required reporting in 2012.</i>		

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191.25	Did the Operator file a Safety Related Condition Report within 5 working days of determination, but not later than 10 working days after discovery?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester did not encounter a Safety Related Condition that would have required reporting in 2012.		
192.16(c)	Customer Notification: Has the operator notified each new customer within 90 days about the customer's responsibility regarding buried piping, however, operators of a master meter may continuously post a general notice in a permanent location?	<b>Satisfactory</b>
<b>DRUG TESTING</b>		<b>Status</b>
Refer to Drug and Alcohol Inspection Forms and Protocols		<b>Not Checked</b>
<b><u>General Comment:</u></b> Winchester Drug & Alcohol plan review will be conducted at a later date.		
<b>TEST REQUIREMENTS</b>		<b>Status</b>
192.517(a)	Are pressure test records being maintained for piping operating above 100 psig?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester did not install any piping that operates above 100 psig during 2012.		
192.517(b)	Are pressure test records being maintained for at least 5 years on piping operating below 100 psig?	<b>Satisfactory</b>
192.603(b)	Were service lines temporarily disconnected from the main properly tested prior to reconnection?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester didn't encounter any service lines temporarily disconnected from the main in 2012.		
<b>UPRATING</b>		<b>Status</b>
<b><u>Category Comment:</u></b> Winchester did not conduct any uprating activities in 2012.		
192.555	Has the operator maintained documentation of uprating activities when uprating a pipe to a pressure that will produce a hoop stress of 30% or more SMYS?	<b>Not Applicable</b>
192.557	Has the operator maintained documentation of uprating activities when uprating a pipe to a pressure that will produce a hoop stress of less than 30% SMYS?	<b>Not Applicable</b>
<b>OPERATIONS</b>		<b>Status</b>
192.603(b)	Has the operator conducted a review of the Operations and Maintenance Manual once per yr/15 months?	<b>Satisfactory</b>
Has the operator conducted a review of the Operator Qualification Plan once per yr/15 months?		<b>Yes</b>

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192.603(b)	Are construction records, maps, and operating history available to operating personnel?	<b>Satisfactory</b>
192.603(b)	Has the operator periodically reviewed personnel's work to determine the effectiveness of normal O&M procedures when deficiencies are found?	<b>Satisfactory</b>
<b>CONTINUING SURVEILLANCE RECORDS</b>		<b>Status</b>
192.603(b)	Has the operator reviewed continuing surveillance records for class location changes, failures, leak history, corrosion, changes in cathodic protection, and other unusual operating and maintenance conditions?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>No changes on continuous surveillance records in 2012 for class location .</i>		
192.491	Does the operator have records verifying if exposed cast iron was examined for evidence of graphitization and if necessary what appropriate action was taken concerning graphitization?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>The City of Winchester gas system does not contain cast iron pipelines.</i>		
192.603(b)	Does the operator have surveillance records of cast iron pipelines, including appropriate action resulting from tracking circumferential cracking failures, study of leak history, or any other unusual operating and maintenance conditions?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>The City of Winchester gas system does not contain cast iron pipelines.</i>		
192.603(b)	Is each cast iron caulked bell and spigot joint that is subject to a pressure of more than 25 (psig.) sealed as required?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>The City of Winchester gas system does not contain cast iron pipelines.</i>		
192.603(b)	Is each cast iron caulked bell and spigot joint that is subject to a pressure of 25 (psig.) or less and is exposed for any reason sealed as required?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>The City of Winchester gas system does not contain cast iron pipelines.</i>		
<b>QUALIFICATION OF PIPELINE PERSONNEL</b>		<b>Status</b>
Refer to operator Qualification Inspection Forms and Protocols		<b>Yes</b>
<b><u>General Comment:</u></b> <i>The City of Winchester gas system Qualification records were reviewed and all records are current.</i>		
<b>DAMAGE PREVENTION RECORDS</b>		<b>Status</b>
192.603(b)	Did the operator track the number of damages per 1000 locate requests for the previous years?	<b>Satisfactory</b>

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<b><u>General Comment:</u></b>		
<i>Reviewed the operator's locate tickets.</i>		
Has the number of damages increased or decreased from prior year?		<b>Same</b>
192.603(b)	Does the operator track records of accidents due to excavation damage to ensure causes of failures are addressed to minimize the recurrence?	<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
<i>The City of Winchester did not encounter any excavation damages due to locate requests.</i>		
192.603(b)	Does the operator provide documentation pertaining to notification of excavation, marking, positive response, and the availability and use of the one call system?	<b>Satisfactory</b>
Does the operator have a Quality Assurance Program in place for monitoring the locating and marking of facilities?		<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
<i>Winchester does not contract locating services.</i>		
Do pipeline operators include performance measures in facility locating contracts?		<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
<i>Winchester does not contract locating services</i>		
IL ADM. CO.265.100(b)(1)	Was third party damage to mains involving a release of gas reported to ICC JULIE Enforcement? <a href="http://www.icc.illinois.gov/julie/">http://www.icc.illinois.gov/julie/</a>	<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
<i>There were not any Julie reportable third party damages during 2012.</i>		
Has the Operator adopted applicable section of the Common Ground Alliance Best Practices?		<b>Yes</b>
<b><u>General Comment:</u></b>		
<i>Operator has adopted applicable section of the Common Ground Alliance Best Practices.</i>		
If no, were Common Ground Alliance Best Practices discussed with Operator?		<b>Yes</b>
<b><u>General Comment:</u></b>		
<i>Operator has adopted applicable section of the Common Ground Alliance Best Practices.</i>		
<b>EMERGENCY PLANS</b>		<b>Status</b>
192.603(b)	Are supervisors, responsible for emergency action, furnished copies of the latest edition of the Emergency Plan?	<b>Satisfactory</b>
192.603(b)	Has the operator maintained documentation that the appropriate operating personnel have received training to assure they are knowledgeable of emergency procedures and that the training was effective?	<b>Satisfactory</b>
192.603(b)	Has the operator maintained documentation of employee activity reviews to determine whether the procedures were effectively followed in each	<b>Satisfactory</b>

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	emergency?	
192.603(b)	Has the operator maintained documentation that the operator established and maintained liaison with appropriate fire, police and other public officials?	<b>Satisfactory</b>
<b><u>General Comment:</u></b> <i>A review of the operators records show their meeting was held on June 7, 2012.</i>		
192.603(b)	Did the review of emergency response time intervals regarding odor/leak complaint documentation indicate adequate emergency response intervals were achieved?	<b>Satisfactory</b>
<b>PUBLIC AWARENESS PROGRAM - RECORDS</b>		<b>Status</b>
Refer to Public Awareness Program Inspection Forms and Protocols		<b>Not Checked</b>
<b><u>General Comment:</u></b> <i>The City of Winchester documentation of the program evaluation that was conducted to determine the effectiveness of the Operator's Public Awareness program was done on March 31, 2010. Staff reviewed their plan on December 8, 2011</i>		
<b>ODORIZATION OF GAS</b>		<b>Status</b>
192.603(b)	Has the operator maintained documentation of odorant concentration level testing using an instrument?	<b>Satisfactory</b>
192.603(b)	Has the operator maintained documentation of odorizer tank levels?	<b>Satisfactory</b>
192.603(b)	Are master meter operators receiving written verification of odorant concentration levels from their gas supplier?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>Winchester is not a master meter operator.</i>		
192.603(b)	Has the master meter operator maintained documentation of sniff tests performed as required by this section?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>Winchester is not a master meter operator.</i>		
<b>PATROLLING &amp; LEAKAGE SURVEY</b>		<b>Status</b>
192.603(b)	Is the operator patrolling business districts at a minimum of 4 per year/4 1/2 months?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> <i>Winchester has no patrollable main in business district</i>		
192.603(b)	Is the operator patrolling outside business districts at a minimum of 2 per year/7 1/2 months?	<b>Satisfactory</b>
192.603(b)	Is the operator performing leakage surveys in business districts at a minimum of 1 per year/ 15 months? If the operator has inside meter sets that meet this criterion then were those surveyed?	<b>Satisfactory</b>

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192.603(b)	Is the operator performing leakage surveys outside a business district at a minimum of every 5 years/63 months? Is the operator performing leakage surveys on cathodically unprotected pipelines at a minimum of every 3 years/39 months? If the operator has inside meter sets that meet this criterion then were those surveyed? If the operator has yard lines then are those being surveyed?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester system does not contain unprotected lines. Winchester system does not contain inside meter sets.		
<b>YARD LINES - RESIDENTIAL</b>		<b>Status</b>
<b><u>Category Comment:</u></b> Winchester system does not contain meters that are located more than 3 feet away from a building		
220 ILCS 2.2.03	Has the operator designated and documented the location of all services where the meter is located more than 3 feet away from the wall of a residence?	<b>Not Applicable</b>
192.463,220 ILCS 2.2.03	Has the operator determined if cathodic protection is required on these services?	<b>Not Applicable</b>
192.723(b)(1),192.723(b)(2)	After the determination of the cathodic protection requirements, has the operator surveyed each line within the required leakage survey intervals?	<b>Not Applicable</b>
<b>ABANDONMENT or DEACTIVATION of FACILITIES PROCEDURES</b>		<b>Status</b>
192.603(b)	Did the operator maintain documentation demonstrating that each pipeline abandoned in place was disconnected from all sources and supplies of gas, and purged of gas?	<b>Satisfactory</b>
192.603(b)	Did the operator maintain documentation demonstrating that each inactive pipeline that is not being maintained under this part was disconnected from all sources and supplies of gas; purged of gas?	<b>Satisfactory</b>
192.603(b)	Did the operator maintain documentation demonstrating that whenever service to a customer was discontinued access to gas was either; locked, prevented by a mechanical fitting, or disconnected from the gas supply and open pipe ends sealed?	<b>Satisfactory</b>
192.603(b)	Did the operator maintain documentation when air was used for purging that a combustible mixture was not present after purging?	<b>Satisfactory</b>
192.727(g)	Did the operator maintain documentation for each abandoned onshore pipeline facility that crosses over, under or through a commercially navigable waterway?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester system does not contain pipelines that are under navigable waterways.		
<b>PRESSURE LIMITING AND REGULATION</b>		<b>Status</b>
192.603(b)	Is the operator inspecting and testing the pressure limiting and regulating	<b>Satisfactory</b>

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	stations at a minimum of 1 per year/15 months?	
<b><u>General Comment:</u></b>		
Staff reviewed the operator's regulator inspection records for 2012.		
192.603(b)	Is the operator inspecting pressure limiting and regulating stations for adequate capacity at a minimum of 1 per year/15 months?	<b>Satisfactory</b>
192.603(b)	If the operator used calculations to determine sufficient capacity, were the calculation reviews documented at a minimum of 1 per year/15 months?	<b>Satisfactory</b>
192.603(b)	Is each distribution system supplied by more than one district pressure regulating station, or where required by the operator on a system supplied by a single regulating station, equipped with telemetering or recording pressure gauges to indicate the gas pressure in the district?	<b>Satisfactory</b>
192.603(b)	If there were indications of abnormally high- or low-pressure, were actions taken to correct any unsatisfactory operating conditions?	<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
A review of the records did not indicate that an abnormally high or low pressure occurred in Winchester system in 2012.		
192.603(b)	Is overpressure protection provided by the supplier pipeline downstream of the take point?	<b>No</b>
<b><u>General Comment:</u></b>		
The operator has schedule with Utility Safety and Design, Inc to install a relief device at the take point later this year.		
192.603(b)	If Yes, does the operator have documentation to verify that these devices have adequate capacity?	<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
The operator has schedule with Utility Safety and Design, Inc to install a relief device at the take point later this year.		
<b>VALVE MAINTENANCE</b>		<b>Status</b>
192.603(b)	Did the operator inspect and maintain distribution valves necessary for the safe operation of the system at a minimum of 1 per year/15 months?	<b>Satisfactory</b>
<b><u>General Comment:</u></b>		
Staff reviewed the operator's valve inspection records for 2012.		
192.603(b)	Did the operator inspect and maintain vaults > 200 cubic feet at a minimum of 1 per year/15 months?	<b>Not Applicable</b>
<b><u>General Comment:</u></b>		
Winchester system does not contain vaults.		
<b>Investigation Of Failures</b>		<b>Status</b>
<b><u>Category Comment:</u></b>		
Winchester did not encounter any failures requiring analysis in 2012.		



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192.603(b)	Did the operator experience accidents or failures requiring analysis?	Not Applicable
<b>WELDING OF STEEL PIPE</b>		<b>Status</b>
192.603(b)	Does the operator have documentation for their qualified welding procedure?	Satisfactory
192.603(b)	Does the operator have documentation of welder qualification documentation as required?	Satisfactory
192.709	Does the operator have documentation of NDT personnel qualification as required?	Not Applicable
<b>General Comment:</b> Winchester did not conduct NDT testing in 2012.		
192.709	Does the operator have documentation of NDT testing performed?	Not Applicable
<b>General Comment:</b> Winchester did not conduct NDT testing in 2012.		
<b>JOINING OF MATERIAL OTHER THAN WELDING</b>		<b>Status</b>
192.603(b)	Are persons making joints with plastic pipe qualified?	Satisfactory
<b>General Comment:</b> Staff reviewed the operator's OQ records for 2012.		
192.603(b)	Are persons inspecting plastic pipe joints qualified?	Satisfactory
192.603(b)	Are qualified joining procedures for plastic pipe in place?	Satisfactory
<b>CORROSION CONTROL RECORDS</b>		<b>Status</b>
192.491(a)	Has the operator maintained maps or records of cathodically protected piping, cathodic protection facilities, galvanic anodes, and neighboring structures bonded to the cathodic protection system?	Satisfactory
<b>General Comment:</b> Staff reviewed the operator's cathodic protection records for 2012.		
192.491	Has the operator maintained documentation of an examination when buried pipe was exposed?	Satisfactory
192.491	Has the operator maintained documentation of annual pipe-to-soil monitoring performed at a minimum of 1 per yr/15 months and/or isolated services or short sections of main less than 100 feet at a minimum of 10% annually?	Satisfactory
192.491	Has the operator maintained documentation of rectifier or other impressed current power sources inspections at a minimum of 6 per year/ 2 1/2 months?	Not Applicable
<b>General Comment:</b> Winchester system does not contain rectifiers.		

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192.491	Has the operator maintained documentation of each critical interference bond, reverse current switch, diode, etc. inspections at a minimum of 6 per year/ 2 1/2 months and/or non-critical interference bond inspections at a minimum of 1 per year/15 months?	Not Applicable
<b>General Comment:</b> Winchester system does not contain interference bonds.		
192.491	Has the operator taken prompt remedial actions to correct any deficiencies indicated by the monitoring?	Satisfactory
192.491	Has the operator maintained documentation of unprotected pipeline surveys, inspections, or tests at a minimum of 3 years/39 months?	Not Applicable
<b>General Comment:</b> Winchester system does not contain unprotected pipelines.		
192.491	Has the operator maintained documentation of inspections or tests for electrical isolation at casings?	Not Applicable
<b>General Comment:</b> Winchester system does not contain casings.		
192.491	Does the operator have a sufficient number of test stations or other contact points for electrical measurement to determine the adequacy of cathodic protection?	Satisfactory
192.491	Has the operator maintained documentation of corrective actions taken when a test lead is no longer electrically conductive?	Satisfactory
192.491	Has the operator maintained documentation of inspections or tests to assure their cathodic protection system is not affecting adjacent underground metallic structures?	Satisfactory
192.491	Has the operator maintained documentation of investigations or steps taken to minimize internal corrosion due to transportation of corrosive gas?	Not Applicable
<b>General Comment:</b> Winchester does not transport corrosive gas.		
192.491	Has the operator maintained documentation of internal surface inspections performed when pipe is removed for any reason?	Not Applicable
<b>General Comment:</b> Winchester did not remove any pipelines in 2012 where an internal inspection could be conducted.		
192.491	Has the operator maintained documentation of internal corrosion coupon monitoring at a minimum of 2 per year/ 7 1/2 months?	Not Applicable
<b>General Comment:</b> Winchester is not required to conduct internal corrosion coupon monitoring.		
192.491	Has the operator maintained documentation of atmospheric corrosion control	Satisfactory

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	monitoring at a minimum of 1 per 3 years/ 39 months?	
192.491	Has the operator maintained documentation of corrective action where atmospheric corrosion was discovered?	<b>Satisfactory</b>
192.491	Has the operator maintained documentation demonstrating that pipe removed due to external corrosion has been repaired or replaced with pipe that was coated and cathodically protected?	<b>Not Applicable</b>
<b><u>General Comment:</u></b> Winchester system did not encounter piping that was required to be removed due to external corrosion issues in 2012.		
<b>TRAINING - 83 IL ADM. CODE 520</b>		<b>Status</b>
520.10(a) (1)	Has the operator maintained documentation demonstrating that personnel have received adequate training?	<b>Satisfactory</b>
<b><u>General Comment:</u></b> Staff reviewed the operator's Training records for 2012.		
520.10(a) (2)	Do training records include verbal instruction and/or on the job training for each job classification?	<b>Satisfactory</b>
520.10(b)	Has the municipal operator maintained documentation demonstrating that personnel have received adequate training?	<b>Satisfactory</b>
520.10(a)(5)	Are procedures periodically updated to include new materials, new methods of operation and installation, and changes in general procedures?	<b>Satisfactory</b>

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